

# Request for Disbursement for Land Recycling Loan Program

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**Notice:** This form is authorized by s. 281.60, Wis. Stats. Submittal of a completed form to the Department is mandatory for all applicants seeking payments from the Land Recycling Loan Program. Failure to submit a completed form to the Department shall be grounds for denial of payment. Personally identifiable information requested on this form is not likely to be used for purposes other than that for which it is originally being collected.

**See reverse side for instructions and payment cycles.**

1. Municipality

2. Project Number	3. Type of Request (Partial or Final)	4. Request Number
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5. Is any portion of this request for costs being refinanced or reimbursement of municipal accounts?

☐ Yes Amount \$ ☐ No

## Bank Information

6. Is the bank information below a **new** change? ☐ Yes ☐ No

Intermediary Bank (if any), City and State	ABA Number	Account Number
Destination Bank, City and State	Account Name	ABA Number
		Account Number

**Disbursement worksheet must be completed and invoices must be attached for all costs.**

	Amount Previously Requested	This Claim	Cumulative To Date
7. Force Account			
8. Interim Financing			
9. Phase I & II Environmental Assessments			
10. Investigations/Options Report			
11. Engineering/Remediation Management			
12. Remediation/Equipment			
13. Miscellaneous Costs			
14. LRLP Closing Costs			
<b>Total Costs</b>			
<b>15. Total per this Request</b>			

## Certification

I certify that to the best of my knowledge the amounts requested are in accordance with the terms of the Financial Assistance Agreement (FAA) and are for eligible project costs that have been incurred and have not been the basis of any previous request. I also certify that I am the municipal representative authorized to complete this request and that all necessary approvals by consultants and municipal governing officials have been obtained.

Signature of Municipal Representative	Date Signed	DOA Approval _____
Title	Phone Number (include area code)	DNR Approval _____

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## Instructions:

Type or print legibly.

1. Enter official name of municipality.
2. Enter LRLP project number.
3. Indicate partial until the final request. When it is the final request, it is important that it be indicated as **final**.
4. Number Requests for Disbursement sequentially starting with 1.
5. Check if the disbursement is for refinancing of a previous bond or loan, or reimbursement of a municipal account. If yes, indicate the amount of the refinancing.
6. Indicate if any bank information has changed.

Indicate the name of an intermediary bank (if applicable) which is connected to the Federal Reserve System and receives the initial wire transfer, as well as appropriate ABA and account numbers.

Indicate the name of the destination bank, account name, ABA and account number. This is the final destination of the wired funds.

- 7-14 Enter the incurred costs for each of the line items in the column marked "This Claim". The requested costs should be costs included on the Project Budget Sheet Summary (Exhibit A) in the FAA.

15. Enter the total of Column 2 (This Claim).

The request must be signed by an authorized municipal representative. This representative is certifying that the requested costs are in accordance with the terms set forth in the FAA. Also, indicate the title of the representative, the date signed, and the telephone number, including area code.

## Payment Cycles

**DNR/DOA current payment cycles are set up so that Request for Disbursement forms received at the DNR by the first of the month will be disbursed on the second Wednesday of the month. Forms received by the 15th of the month will be disbursed on the fourth Wednesday of the month. Changes to this schedule will be made for Thanksgiving and Christmas.**

## Request for Disbursement for Land Recycling Loan Program Payment Request Worksheet

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**See instructions on reverse.**

**Invoices must be attached for all costs.**

See instructions on reverse.			1. Municipality								8. Other Funding Source(s)
Invoices must be attached for all costs.			2. Project Number				3. Request Number				
4. Date of Invoice	5. Payee	6. Amount	7. Budget Categories (Requesting LRLP funds for incurred eligible costs)								
			Force Account	Interim Financing	Phase I & II Environmental Assessments	Investigations/ Options Report	Engineering/ Remediation Management	Remediation/ Equipment	Misc. Costs	Closing Costs	Indicate Dollar Amount and Fund Source
10/1/03	Sample	\$250,000									
Totals											

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## Instructions:

Please type or print legibly. Items 1 through 4 are self-explanatory; specific instructions for other items are as follows:

5. **Payee** - Name of contractor, consultant or vendor to whom payment will be made. Indicate municipality name for all work associated with force account for labor or equipment.
6. **Amount** - Sum of the invoice for eligible expenses allocated to the budget categories.
7. **Budget Categories** - The amount of eligible costs being claimed in item 6 must also be broken down and entered under the appropriate budget categories.  
**Only expenditures for budgeted costs approved in the Financial Assistance Agreement (FAA) or amendment may be claimed.**

**Force Account**- Force Account is the work a municipality performs using its own employees and/or equipment. In order to disburse funds, documentation must be submitted indicating the personnel who did the work, hours worked, hourly wages and scope of work. For equipment, indicate the type of equipment and the work performed, the dates and hours of use and the hourly wages. Enter requested amount for personnel and equipment costs.

**Interim Financing** - Interim Financing is a debt to temporarily finance a project. Enter the amounts associated with the preparation, approval, issuance, and sale of interim financing (includes bond counsel, financial consultants, and underwriters fees).

**Phase I & II Environmental Assessments** - Enter fees for engineering services, inspection of the property, sampling, laboratory analysis and other costs associated with the Phase I and II assessments.

**Investigations/Options Report** - Enter fees for conducting a site investigation including a work plan, sampling, analysis, site investigation report and costs associated with the preparation of the Remedial Action Options Report.

**Engineering/Remediation Management** - Enter costs for project inspection, and preparation of a monitoring plan, fees for bidding and contract administration. Enter costs for ongoing maintenance and operations that must be incurred after construction, including groundwater monitoring (up to 3 years). This does not include ordinary operating expenses.

**Remediation/Equipment** - Enter costs for site work, disposal, installation, construction and equipment necessary to implement the remedial action.

**Miscellaneous Costs** - Enter costs that fall outside the scope of the engineering or remediation contracts. Non-contract costs include bid advertising, materials and supplies.

**Closing Costs** - Enter the eligible costs for closing purposes (which includes bond counsel and legal fees).

8. **Other Funding Sources (if applicable)** - Enter costs identified in the FAA as being paid by other sources, i.e., CDBG grant, federal grant, municipal funds, Rural Development. These costs will not be reimbursed by the Environmental Improvement Fund (EIF).